

## SOLE SOURCE PROCUREMENT REQUEST

Please complete and email to: [corry.slama@azdema.gov](mailto:corry.slama@azdema.gov) or [brenda.black@azdema.gov](mailto:brenda.black@azdema.gov)

Entire document MUST be completed	
<b>Section 1</b>	
Requesting Agency: Arizona Division of Emergency Management	
Vendor: University of Tennessee	Estimated Cost: \$23,500
<b>Section 2</b>	
<p>Brief description of materials or services: Transit Oriented Screening of Passengers by Observational Techniques training program. The goal of this course is to teach behavioral assessment skills to frontline transit workers, including bus operators, customer service staff, maintenance personnel, and any others who have frequent contact with the riding public. Transit Oriented Screening of Passengers by Observational Techniques (TO SPOT) targets civilians who have had no law enforcement training. This course teaches them to recognize certain behavioral characteristics that are commonly exhibited by individuals who have harmful motives.</p> <p>TO SPOT is a four hour, DHS certified course and is offered in a two-day package. Over the course of the two days, the host agency will receive three sessions of TO SPOT training and one session of TO SPOT Train-the-Trainer (TTT). Each session can accommodate 40 students, with 20 student in the TTT class.</p> <p>Participants who successfully complete the TO SPOT TTT will be certified to conduct TO SPOT training for their own agencies. All certified TO SPOT trainers will be provided with instructions for scheduling these deliveries as well as reporting attendance and performance data.</p> <p>Training will be conducted in Phoenix in 2009 (exact dates and location to be determined).</p>	
<b>Section 3</b>	
<p>Briefly describe why this procurement is Sole Source and why there is only a single source available: This request is being made as a sole-source because this program, "Transit Oriented Screening of Passengers by Observational Techniques" (FEMA course # CA-005-PREV), is the only one of its kind listed in the approved FEMA State Sponsored Course Catalog of training courses for discretionary use of Homeland Security Grant Program (HSGP)/Urban Area Security Initiative (UASI) funding, which will be the method of financing for this program. The FEMA series of catalogs lists only one unique program of each type, and these programs are vetted through a third-party for compliance with FEMA grant guidelines and curriculum design. 2008 HSGP guidance allows states to utilize their grant funding to support programs provided by FEMA and their federal training partners.</p>	
Duration of this Sole Source procurement: 12 months from date of request	
<p>Briefly describe the efforts made to seek other sources: There are no other vendors currently contracted with FEMA to provide this level of training.</p>	

Send comments to the following individual:

<b>Requesting Agency Contact Information</b>	
Procurement Officer: Gina Myers	
Phone Number: 602-267-2576	Email Address: <a href="mailto:gina.myers@azdema.gov">gina.myers@azdema.gov</a>

<b><i>State Procurement Website Posting Information</i></b>	
R2- 7-E301 requires the State Procurement Administrator shall post the request on the State Procurement Office website and invite comments on the Sole Source request for five working days.	
Date Posted: 5/8/09	Date Closed: 5/14/09